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# Justice Bulletin

Montana Board of Crime Control

**Website [mbcc.state.mt.us](http://mbcc.state.mt.us)**

*A Publication of the Montana Board of Crime Control 3075 North Montana, PO Box 201408 Helena, MT 59620-1408  
(406) 444-3604 FAX (406) 444-4722*

Request for Proposals (RFP)

**#05-02 (J) Juvenile Justice**

**Title II Formula Grants**

Applications must be postmarked on, or received by March 31, 2005

Project Dates: July 1, 2005 to June 30, 2006

## **I. Introduction**

The Montana Board of Crime Control (MBCC) is soliciting proposals to implement the Office of Juvenile Justice and Delinquency Prevention (OJJDP) Formula Grant Funds. Approximately \$600,000 will be available for new and continuation grants. The total eligibility period is 12 months for new programs with possible continuation for an additional 36 months depending on availability of federal funds and subgrant performance. Applications for continuation funding must be submitted annually.

The Youth Justice Council (YJC) has the responsibility to provide planning and consultation on juvenile justice issues for the state of Montana. In that capacity, the YJC has assessed the priorities in the state for resource allocation and determined that funding Research Based, **Best Practice Programs** within a System of Care that includes a Balanced and Restorative Justice model, is in the best interests of youth, families, and communities. The following website may provide assistance in determining the Best Practice programs based upon the needs assessments in your area:

<http://casat.unr.edu/westcapt/>

To use this website; Click on Step 6, Planning and Best Practices, Click on Step 6 again, Search for Practices or Alphabetical Listing.

Also, reference 2004 Prevention Needs Assessment or the 2003 Youth Risk Behavior Survey in determining the needs for your area. These are available on-line at the State of Montana web page or you can request a copy of the 2004 PNA for your county from program staff at the Board of Crime Control.

*(Note: Due to federal funding schedules, funds may not be available immediately following the award date, programs should prepare for this contingency.)*

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## **I. Purpose of Grant**

The goal of this initiative is to support and enhance state efforts in cooperation with local jurisdictions and Systems of Care to improve the juvenile justice system and implement and maintain proven Best Practice programs. The Youth Justice Council has identified the following areas for priority funding:

- Early Intervention and Diversion programs to prevent youth from increasing involvement in the juvenile justice system.
- Intervention programs for youth referred from tribal or other court systems that engage families and are part of a collaborative community plan.
- Assessment services for youth that identify needs and strengths and make culturally appropriate referrals and recommendations for treatment.
- Gender appropriate services for females.
- Programs that reduce Disproportionate Minority Contact with the juvenile justice system.

## **III. Eligibility**

- **Local governments** must agree to comply with Federal and State data reporting requirements.
- **Law enforcement agencies** must be submitting crime data electronically to the MBCC.
- **Non-profit organizations** must submit documentation they have been denied funding by a unit of local or tribal government and document their IRS 501-3C Non-profit status.
- **Tribes** must provide a valid Tribal Resolution, signed by an authorized official representing the tribal entity. For language specified in the tribal resolution, please see our web site @ <http://bccdoj.doj.state.mt.us/juvjust/index.shtml>

## **IV. Late Applications**

1. New project applications that are received past the due date will not be considered during the current cycle.
2. The first late submittal for continuation project applications will require appearance before the Application Review Committee to request consideration. Second late submittal requires the application be returned and not considered during current cycle.

## **V. Match**

No match is required for Title II Formula Grants.

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### **VI. Funding Period**

- Funding period is July 1, 2005 - June 30, 2006.
- Subgrantees are eligible to receive funding for up to 48 months, but must re-apply every year.

### **VII. Limitations and Fund Use**

Review this list carefully. If you have any questions, call prior to submitting your proposal.

- 1) Purchase of equipment must be integral and necessary for the project.
- 2) Construction, in general, is prohibited.
- 3) Land acquisition is prohibited.
- 4) Supplanting is prohibited.
- 5) Consultant costs are limited to \$450 per 8-hr day without additional approval or bidding.
- 6) Calculating and reimbursement for mileage, per diem, and lodging cannot exceed state rates. For more information go to [www.state.mt.us/doa](http://www.state.mt.us/doa), click on resources, click on travel policy/hotel listings. Call for instructions regarding out-of-state travel.
- 7) Indirect costs are not allowed.
- 8) Pre-agreement costs are not allowable.
- 9) Rental costs are limited to fair market value for similar facilities in your locality.
- 10) General salaries and personnel costs are allowable; overtime cannot exceed 10 percent of the personnel budget.
- 11) Funds may not be expended or obligated prior to July 1, 2005.
- 12) Purchase or lease of vehicles is not permitted. Mileage will be allowed at the current approved state rate.
- 13) Uniform allowances will not be permitted.
- 14) If your agency receives less than \$500,000 per year in total federal assistance, you will not be required to arrange for an audit and may not charge audit costs to your grant. *(Agencies receiving \$500,000/yr or more in total federal assistance will be required to have an audit performed in accordance with federal circular A-133.*

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*Costs for such an audit should be charged proportionately to all programs being audited.)*

**Note:** Food and beverage items may be allowable if costs meet these guidelines: 1) the food and beverage are incidental to a work-related event; 2) the costs are documented and reasonable; and 3) food and beverages are not directly related to amusement and/or social events. MBCC will approve such items only if the applicant justifies the expense as a clear benefit to the grant project. The federal Office of Justice Programs discourages approval of expenses for "working lunches;" therefore, we would recommend that you **not** include such items in a request. All food and beverage items must receive prior approval from MBCC.

### **VIII. Application Requirements**

**All successful applicants for grant award funds from MBCC must agree to the following:**

- Participate on local Kids Management Authorities (KMA's) if available in your area
- Submit quarterly reports in the prescribed format according to the MBCC time frames.
- Submit an annual report, which is the final quarter report. The report will summarize the year's activities, challenges, accomplishments and an evaluation of the project.
- Submit on-line reporting of Outcome Measures as required by OJJDP. For a list of Outcome Measures specified within the Title II Formula Grant, see: <http://www.dsgonline.com/index.html>

### **IX. Special Requirements**

***Applications must be submitted on MBCC forms and include:***

- A completed "Application Checklist" indicating the page number for each section.
- Reference the 2003 YRBS, the 2004 PNA, or the Best Practices program guide as listed in the Introduction of the RFP in the needs assessment narrative (section 4 of the application.)
- Complete on-line reporting of Outcome Measures as required by OJJDP (contact Natalee Barnes JJ Specialist @ 444-3651 for further information.)
- A signed letter of support from the KMA, if available in your area.
- An assessment of Disproportionate Minority Contact (DMC) in your area and based upon the Relative Rate Index, a plan for addressing DMC if applicable. (Contact Scott Furois, Statistical Analysis Center Director at MBCC @ 444-4298 for further information.)

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### **X. Selection Process**

- The staff of the MBCC will conduct an initial screening of the proposal to check for completeness of the application. The fiscal staff and program manager will review the applications and summarize their findings to the Application Review Committee of the Youth Justice Council.
- The Application Review Committee will review all proposals and submit recommendations for funding to the YJC.

### **XI. Uniform Crime Reporting**

In order to receive federal pass-through dollars, it is Board/Council policy that law enforcement agencies report crime data to MBCC. **If the grant is for a law enforcement agency**, the law enforcement agency must be reporting Uniform Crime Data to the Board of Crime Control. The crime data must be compliant with the Montana Incident Based Reporting (MTIBR) standards and policy. If an agency is not yet compliant and has plans to become compliant, they may submit a Memorandum of Understanding (MOU) and the board will decide if the MOU would justify a waiver until the agency becomes compliant. For more information please contact Scott Furois at (406) 444-4298.

Agencies needing crime data to complete their applications can locate that information at [www.mbcc.state.mt.us](http://www.mbcc.state.mt.us).

### **XII. Awards & Appeals**

Following the review of the applications by the Application Review Committee, a notice will be sent to the applicant agencies with the recommendation that will be presented to the Council. In the case where the Application Review Committee recommends a grant application for denial, the applicant may, if there are substantive reasons, appeal the recommendation to the full Council. Notice of appeal must be made in writing to the Executive Director of the Board of Crime Control at least 10 days prior to the Council meeting and a representative must appear before the Council at the next meeting.

Council actions are passed on to the successful applicants within 7 days following the Council meeting.

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## **XIII. Application Procedures**

**Requesting an Application.** Call the main office of the MBCC at (406) 444-3604 and request an Application Kit. Indicate the RFP number. You will be sent an application and guidelines. You must comply with all instructions. Also you can access us on the Internet at [www.bccdoj.doj.state.mt.us](http://www.bccdoj.doj.state.mt.us) and our e-mail address is [mbcc@state.mt.us](mailto:mbcc@state.mt.us)

**Who to Call for Assistance:** If you need assistance in the preparation of the application, or if you have financial questions, please contact the following staff.

<u>Fiscal</u>	<u>Phone</u>	<u>Program</u>	<u>Phone</u>
Stacy Purdom	444-6678	Natalee Barnes	444-3651

### **Copies:**

***Electronic copies will not be accepted. Do not e-mail or send your application in on a diskette.***

***Mail one original copy of the complete application and 7 additional copies.***

**Application Check List:** Please refer to this checklist before mailing your application.

- ☐ Face Sheet
- ☐ Executive Summary
- ☐ Project Budget
- ☐ Budget Narrative
- ☐ Project Narrative
- ☐ Special Assurances and Conditions
- ☐ Application Requirements Checklist /Index
- ☐ Non-Profit Status and documentation that this project has been denied funding by a unit of local or tribal government
- ☐ Signature Page
- ☐ Tribal Resolution

### **RETURN APPLICATIONS TO:**

**Montana Board of Crime Control**  
3075 North Montana  
P.O. Box 201408  
Helena, MT 59620-1408

**Deadline(s).** Applications for RFP-#05-02 Juvenile Justice Title II must be mailed to MBCC not later than **March 31, 2005 at 5 p.m.** Applicants may choose to use certified mail to guarantee receipt.

**Receipt Verification.** All applicants will be informed in writing that their application has been received and will be assigned a grant number and contact person from MBCC.

***Alternative accessible formats of this document will be provided upon request. Persons with disabilities who require this material in another format in order to participate in the Request for Proposal process should contact MBCC, 3075 N. Montana, PO Box 201408 Helena, MT 59620-1408. Phone (406) 444-3604 or FAX (406) 444-4722.***

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## Application Requirements Checklist/Index

### Instructions

Each of the following required elements must be included in your application. Please fill in the blank preceding each requirement with the page number(s) of your application where it addresses that element. ***Failure to complete this page for each requirement and then placing it as the lead page in your application packet may result in your application being denied.***

PAGE NO.	DESCRIPTION OF REQUIRED ELEMENT
	<i>Completed "Application Requirements Checklist/Index"</i>
	<i>MBCC Subgrant Application "SECTION 1 – FACE SHEET"</i>
	<i>MBCC Subgrant Application "SECTION 2 – PROJECT BUDGET"</i>
	<i>A budget narrative explaining proposed expenditures for one year of the project.</i>
	<i>An executive summary of the application providing basic information on the proposed program, no more than two pages in length (12 point font). This is a brief summary of your project, a statement of needs or problems, a brief summary of objectives and outcomes to be expected, and total cost.</i>
	<i>A needs statement. An assessment of the community's need for service. This should include a discussion of the need for the project in the context of developing the community's capacity to deliver a BARJ model of justice.</i>
	<i>Goal: A clear statement of the desired long-range effect of your project.</i>
	<i>Objectives – Concise statements of what measurable change will be made</i>
	<i>A time-line for implementation of tasks to meet your objectives.</i>
	<i>A description of how the proposal will assess, address and monitor the disproportionate number of minorities in contact with the juvenile justice system and how it will appropriately treat minorities in the system.</i>
	<i>A description of how the proposal intends to identify and meet specialized needs of females</i>
	<i>A description of the evaluation method to measure effectiveness of the program on individual youth and the number of youth receiving direct services.</i>
	<i>Sustainability plan</i>
	<i>MBCC Subgrant Application "SECTION 5 – SPECIAL ASSURANCES AND CONDITIONS"</i>
	<i>MBCC Subgrant Application "SECTION 6 – SUBGRANT CERTIFICATION PAGE"</i>
	<i>Qualifications of the respondent</i>
	<i>A description of how the proposed program will coordinate and collaborate with other juvenile justice functions in target service areas.</i>
	<i>A description of how this program will involve volunteers to provide services (including the number of volunteers expected to be used).</i>